

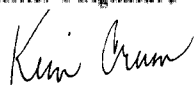


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION New York, NY		2. POSITION NUMBER SP00005	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position GSSG HRCD-5 6/98; 0400 9/05; 0800 11/08; 1300 HRCD-4 12/97					
		b. Title	c. Pay Plan	d. Series	e. Grade
Official Allocation	Supervisory * Life Scientist		GS	0401	15
4. Supervisor's Recommendation	Supervisory Environmental Engineer/Physical Scientist/Life Scientist		GS	0401/0819/1301	15
5. ORGANIZATIONAL TITLE OF POSITION (if any) Chief of the Passaic, Hackensack and Newark Bay Remediation Branch			6. NAME OF EMPLOYEE Michael Sivak		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Emergency & Remedial Response Division			g.		
c. Passaic, Hackensack and Newark Bay Remediation Branch			h. Employing Office Location New York, NY		
d.			i. Organization Code REG00000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor John Prince, Deputy Director Emergency & Remedial Response Division			d. Typed Name and Title of Second-Level Supervisor Walter E. Magdan, Director Emergency & Remedial Response Division		
b. Signature 		c. Date 9/21/16	e. Signature 		f. Date 9/21/16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		f. Functional Classification Code 92	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 10/11/16	
11. REMARKS					

**SUPERVISORY LIFE SCIENTIST, GS-0401-15
SUPERVISORY PHYSICAL SCIENTIST, GS-1301-15
SUPERVISORY ENVIRONMENTAL ENGINEER, GS-0819-15**

POSITION SUMMARY:

As a GS-15 Supervisor you will:

- Plan, organize, and oversee the activities of the organizational unit;
- Exercise supervisory personnel management responsibilities;
- Represent the organizational unit and Agency with a variety of functional area organizations.

ORGANIZATIONAL UNIT LOCATION:

EPA, Region 2, Emergency & Remedial Response Division, Passaic,
Hackensack and Newark Bay Remediation Branch

ORGANIZATIONAL OBJECTIVES:

Responsible for the management of remedial, enforcement and community relations activities at the National Priorities List (NPL) sites in and around Newark Bay, including the Passaic and Hackensack Rivers and their tributaries. Identifies the sources of hazardous substances released or threatened to be released into the environment, moves to immediately stabilize and contain such releases or threatened releases, studies the sites to determine the appropriate responses that are protective of human health and the environment, implementable, cost-effective, and otherwise in conformance with legal requirements, and then designs and implements the cleanups. Searches for and negotiates with potentially responsible parties (PRPs) and oversees the PRPs and their contractors to accomplish the planning, design and construction work for the Superfund program. Extensive community involvement efforts including public meetings, open house or informational meetings, fact sheet development and various written responses, are managed from the time a site is listed on the NPL until it is deleted. Administers the corrective action program through permit and orders pursuant to the RCRA statute and its amendments and regulations at selected EPA-lead and co-lead sites in the Newark Bay and tributary area. Includes highly technical investigations and the selection of appropriate technologies to remediate sites. To accomplish these objectives, works closely with ORC, DESA, PAD and CASD, EPA Headquarters offices, the Department of Justice, other federal agencies, the State of New Jersey, local municipal governments and agencies, and other stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervisory PD, Region 2, GS-15 (FPL: GS-15) UPDATED: 05/10/13 RTPSSC

DUTY 1

40%

Plan, organize, and direct the activities of the organizational unit. Develop goals and objectives that integrate organization and program objectives. Establish, revise, or review policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plan work for accomplishment by subordinates, set and adjust short-term priorities, and prepare schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Interpret, analyze, and apply laws, regulations, and other guidance applicable to the organizational unit. Provide staff with direction and advice regarding policies, procedures, and guidelines. Review and structure organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balance workload and provide overall direction and vision to the staff and, as appropriate, to contractors, on a wide range of technical activities and administrative issues. Establish metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluate requirements for additional resources, and balance organization needs with overall mission requirements and resource interests. Identify need for change in organization priorities and take action to implement such changes. Plan and schedule work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources, including contract resources, to achieve organization goals and objectives and meet customer needs. Establish review systems for the organization that make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. Accept, amend, or reject work of staff. Review work of staff, and be held accountable for actions taken and advice provided by staff. Make decisions on work problems presented by staff. Direct self-assessment activities of staff. Review training requests of staff to assure they are proper and promote effective operation of the organization as a whole.

DUTY 2

30%

Exercise supervisory personnel management responsibilities. Direct, coordinate, and oversee work through staff and, as appropriate, contractors. Advise staff regarding policies, procedures, and directives of higher level management or headquarters. Select candidates for staff positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensure reasonable equity among staff with respect to performance standards. Explain performance expectations to staff employees and provide regular feedback on strengths and weaknesses. Appraise performance of staff employees directly. Approve expenses, (including those comparable to within-grade increases), overtime, and employee travel. Recommend awards for non-supervisory personnel and changes in position classification to higher level managers. Hear and resolve group grievances and employee complaints. Initiate action to correct performance or conduct problems of employees. Ensure

documentation prepared to support actions is proper and complete. Review developmental needs of staff and make decisions on training needs and/or requests for unit employees, including non-routine, costly or controversial training needs. Encourage self-development. Approve leave and ensure adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrate sensitivity to ideas of staff. Ensure actions promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharge security responsibilities by ensuring education and compliance with security directives for employees with access to classified/sensitive material or Confidential Business Information. Recognize and take appropriate action to correct situations posing a threat to the health or safety of staff. Apply EEO principles and requirements to all personnel management actions and decisions, and ensure all personnel are treated in a manner free of discrimination. Explain classification determinations to staff employees.

DUTY 3

20%

Represent the organizational unit and Agency with a variety of functional area organizations. Establish, develop, and maintain effective working relationships with other Division Managers including the Director, Deputy Directors, other Branch Chiefs, and high level officials outside of the Division and Region and in EPA Headquarters. Meet with and represent the agency to local residents, elected officials, community groups, and other stakeholders involved with or affected by sites within the organizational unit's area of responsibility. Meet with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve significant problems that arise. Ensure staff provide customer guidance and training. Participate in special projects and initiatives and perform special assignments. Identify the need for special projects and initiate milestones and goals. Evaluate reports by analyzing facts and performing appropriate research and prepare detailed responses. Determine appropriate recommendations for unresolved or questionable problems and perform follow-up. Research and determine or recommend appropriate actions or interpretation of issues that impact organization, Division, Region, or Agency.

Area of expertise or other related information:

Expertise in the administration of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, or Superfund) and the National Contingency Plan (NCP), 40 CFR Part 300, in particular with respect to remedial and removal response actions under CERCLA. Expertise with respect to use of legal enforcement authorities under CERCLA and the Resource Conservation and Recovery Act (RCRA) to compel potentially responsible parties to carry out required response actions and/or to reimburse EPA for the costs associated with carrying out such response actions. Knowledge of federal and EPA contracting and procurement requirements sufficient to administer CERCLA response actions carried out through EPA contractual mechanisms. Knowledge of state Superfund analog programs in the jurisdictions within Region 2.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

- 1) Knowledge of the concepts, principles, and practices of response action under CERCLA, RCRA and the NCP; and federal and EPA contracting and procurement regulations;
- 2) Knowledge of guidance related to the implementation of the rules and regulations under CERCLA, RCRA, the NCP, and federal and EPA contracting and procurement regulations;
- 3) Ability to plan, organize, and direct the functions of organizational units;
- 4) Ability to mentor, motivate, and appraise staff;
- 5) Skill in oral communication;
- 6) Skill in written communication.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Program Scope and Effect Level 1-3 (550 Points)

The Incumbent oversees the organizational unit's programs which encompass a large geographic area including major metropolitan urban areas, cities and other municipalities with a total population in the millions. The portions of major programs performed within the organizational unit are of a highly complex, scientific/regulatory nature, significantly impacting the conduct of agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region. These programs are high profile, receive frequent Congressional and/or media attention, and contain elements of often controversial environmental issues.

Factor 2 - Organizational Setting Level 2-3 (350 Points)

The employee is accountable to a position that is SES level.

Factor 3 - Supervisory and Managerial Authority Exercised Level 3-3 (775 Points)

The employee exercises the following managerial authority:

- Uses staff to direct, coordinate, and/or oversee work, and on frequent occasions uses contractors for similar purposes, and provides oversight of such contractors;
- Exercises significant responsibilities in dealing with officials of other organizations, and advises SES management officials and political appointees of higher rank;
- Makes decisions on major program activities involving significant resources (e.g., in the tens and hundreds of millions of dollars);

- Makes decisions on work problems presented by staff and by contractors.
- Makes or approves selections for subordinate non-supervisory positions;
- Hears and resolves grievances and serious employee complaints from individual staff or groups of staff;
- Recommends decisions on non-routine, costly training needs and training requests related to employees of the unit;
- Recommends awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
- Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to completing work assignments, promoting team building, or improving business practices.

Factor 4 - Personal Contacts

SUBFACTOR 4A - NATURE OF CONTACTS Level 4A-4 (100 Points)

Contacts may be with: influential individuals or organized groups from outside the employing agency, such as executive level contracting or national officers of employee organizations; State, regional, or national officers or comparable representatives of trade associations, environmental, or public action groups, or professional organizations of national stature; senior personnel in private industry; engineering and environmental consultants; congressional staff assistants; elected or appointed representatives of State and local governments; journalists of major metropolitan, regional, or national newspapers, magazines, television, or radio media; or SES level positions in other Federal agencies. Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation typically includes briefing packages or similar presentation materials, requires extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff.

SUBFACTOR 4B- PURPOSE OF CONTACTS Level 4B-3 (100 Points)

Contacts are to present or advise on EPA policy; advocate EPA positions; influence, motivate or persuade persons or groups to accept EPA positions, especially when there is intense opposition or resistance due to philosophical conflict, competing objectives, major resource limitations, etc. In addition, the incumbent will renegotiate controversial issues, and coordinate multi-agency actions. Highly developed communication skills, negotiation techniques, conflict resolution skills, and leadership are required to obtain cooperation and acceptance of EPA policies and practices.

Factor 5 - Difficulty of Typical Work Directed Level 5-8 (1030 Points)

The highest level of basic work most typical of the organizations directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility is GS-13 or higher.

Factor 6 - Other Conditions Level 6-6b (1325 Points)

The incumbent is responsible for the supervision and oversight, coordination and integration of the organizational unit's programs, which are highly complex, high profile, and important to the agency's mission of protecting human health and the environment. Work is accomplished through staff at the GS-13 or higher level, and on an ongoing basis through contractors, each of whom directs substantial workloads comparable to the GS-12 or higher level. The incumbent will make major decisions and take actions which have a direct and substantial effect on those programs. Further, the incumbent ensures the consistency of the organizational unit's work with agency regulations, law, policy and guidance, by reviewing and approving the substance of reports, decisions, case documents, contracts, or other action documents.

TOTAL POINTS: 4230**GS-15 Grade Range: 4055 - up****Risk Designation:** Moderate

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name _____

Position Number _____

Title Chief of the Passaic, Hackensack and Newark
Bay Remediation Branch

Series/Grade GS/0401/0819/1301

Organization USEPA/ERRD

Percentage of Time Spent on Extramural Resources Management

- _____ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time.
- _____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- _____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature] Date 9-23-16

Personnel Specialist's Signature [Signature] Date 10/11/16

Part 1. Contracts Management Duties

Pre-award:

- _____ Plans procurements
- _____ Estimates costs
- _____ Obtains funding commitments
- _____ Prepares procurement requests
- _____ Writes statements of work
- _____ Reviews statements of work
- _____ Processes unsolicited proposals
- _____ Responds to pre-award inquiries
- _____ Participates in pre-award conferences
- _____ Conducts technical evaluation of proposals
- _____ Participates in debriefing/protests
- ☒ Other (list) Oversees RPMs performing these functions

Post-award:

- _____ Prepares delivery orders
- _____ Reviews contractor work plans
- _____ Reviews contractor progress reports
- _____ Monitors government-furnished property
- _____ Monitors cost, management, and overall technical performance of contract after award

- _____ Monitors management and performance of delivery orders/work assignments after award
- _____ Defines scope of work for work assignments
- _____ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- _____ Reviews invoices
- _____ Inspects and accepts deliverables
- ☒ Other (list)

Close-out:

- _____ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- _____ Closes out payments
- _____ Performs cost accounting
- _____ Provides assistance to Contracting Officer in settling claims
- ☒ Other (list)

Percentage of Time Spent on Contracts Management:

> 10

%

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☒ Other (list) Oversees managers administering grants

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

> 5

%

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☒ Other (list) Oversees managers administering

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☒ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☒ Other (list)

Time Spent on Interagency Agreements Management:

> 10

%



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: _____ Type of Action: Recruit SF 52 Request No.: _____

Position Title/Series/Grade: Supervisory Environmental Engineer/Physical Scientist/Life Scientist GS/0401/0819/1301-15

Full Performance Level (FPL) of Position: GS-15
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV58000383 (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form

SF 52 Request #: _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---|---|
| <input checked="" type="checkbox"/> EPA's financial resources/records | <input checked="" type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input checked="" type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations): ☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

Full

Walter E. Mugdan

Name (Please Print)

Director, Emergency & Remedial Response Division

Title

Signature

Date

9-23-16